

## E-Mail Notification

This module demonstrates the functions of the CM/ECF E-Mail Notification System. It will provide step-by-step instructions for establishing and editing e-mail notification information.

**STEP 1** Click on the Utilities hypertext link on the CM/ECF Main Menu.

**STEP 2** The **Utility Options** screen displays.

- ◆ Click the Maintain Your ECF Account hypertext link.

**STEP 3** The **User Account** screen displays.

- ◆ Name, address and other user account information appears. **Please contact the Clerk's office to change information on the User Account screen.**
- ◆ Click **[Email Information]**

**STEP 4** The **Email Information** screen displays. (See Figure 1)

The screenshot shows the 'Email Information' screen for user Ann Iannarelli. At the top is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled 'E-mail information for Ann Iannarelli'. It contains a text field for 'Primary e-mail address' with the value 'Polly\_Ester@flmb.uscourts.gov'. Below this, there are two sections for 'Send the notices specified below'. The first section has a checked checkbox for 'to my primary e-mail address' and an unchecked checkbox for 'to these additional addresses' with an empty text field. The second section has a checked checkbox for 'Send notices in cases in which I am involved' and an unchecked checkbox for 'Send notices in these additional cases' with an empty text field. At the bottom, there are two radio buttons: 'Send a notice for each filing' (selected) and 'Send a Daily Summary Report'. Finally, there are two radio buttons for 'Format notices': 'html format for Netscape or ISP e-mail service' (selected) and 'text format for cc:Mail, GroupWise, other e-mail service'.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

E-mail information for Ann Iannarelli

Primary e-mail address Polly\_Ester@flmb.uscourts.gov

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

Figure 1

- ◆ **Primary e-mail address:** This field will contain your current e-mail address. Edit if necessary.
- ◆ **Send the notices specified below:** These two fields allows the entry of additional e-mail addresses to which notices will be sent.
  - ◆ **to the primary e-mail address:** To activate the notices this box must be checked.
  - ◆ **to these additional e-mail addresses:** Type in additional e-mail addresses. Separate the addresses with a semi-colon. (This e-mail list is user maintained).
- ◆ **Send notices in cases in which I am involved:** Checking this box will automatically an e-mail notification of filings in all cases in which the trustee is involved.
- ◆ **Send notices in these additional cases:** You do not have to be a participant in a case to receive e-mail notification of activity. The Trustee can elect to be notified of activity in cases they have interest in however are not parties to. The case number format is O-YY-TT-NNNNN (This case number list is user maintained).
- ◆ **Send a Notice for each filing:** By checking this box you will receive e-mail notification each time a pleading or claim is filed on cases for which you are a participate in and cases you have specifically requested to be notified on. The notification will include the case number, name, docket text, and hyperlink.
- ◆ **Send a Daily Summary Report:** By checking this box you will receive a one e-mail notification every morning that list in Summary format all case that had activity from the day before. The Summary includes the case number, name, docket text, and hyperlink.


**NOTE:** You can not elect to receive both separate notices and summary report.
- ◆ **Format notices:** You will choose to receive notices in either html or text format. **The option is html format.**

**Step 5** If changes have been made to the screen, be sure to click **[Return to Account screen]**

**Step 6** At the Account Screen, click **[Submit]** to be sure changes have been saved.

**Note:** Selecting **[More User Information]** at the account screen allows you to change your password. (Make sure you keep a copy of your password because the Court will not be able to a retrieve it).

◆ Sample of the Immediate Notification E-mail (See Figure 2)

	<b>bnc@flmb.uscourts.gov</b>	To:	CMECFMAIL@flmb.uscourts.gov
	05/05/03 10:41 AM	cc:	
		Subject:	8:03-bk-03192-AB "Motion to Dismiss Case"

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

U.S. Bankruptcy Court  
Middle District of Florida

Notice of Electronic Filing


The following transaction was received from Iannarelli, Ann entered on 5/5/2003 at 10:41 AM EDT and filed on 5/5/2003

Case Name: Dennis Jeffrey Johnson  
Case Number: 8:03-bk-03192-AB  
Document Number: 4

Docket Text:  
Motion to Dismiss Case *For failure to appear at the 341 meeting* Filed by Trustee Ann Iannarelli. (Iannarelli, Ann)

Figure 2

◆ Sample of the Daily Summary E-mail (See Figure 3)

	<b>bnc@flmb.uscourts.gov</b>	To:	CMECFMAIL@flmb.uscourts.gov
	05/07/03 12:00 AM	cc:	
		Subject:	Summary of ECF Activity

Activity has occurred in the following cases:

6:03-bk-03394-AB Marion S. Perry

Pro Memo/Report of 341 Meeting - Meeting of Creditors Concluded

Docket Text:

341 Proceeding Memo. Meeting of Creditors Concluded (related document(s)[2]). (Iannarelli, Ann)

8:03-bk-03192-AB Dennis Jeffrey Johnson

Proof of Claim Filed 1

8:03-bk-03192-AB Dennis Jeffrey Johnson

Motion to Dismiss Case 4

Docket Text:

Motion to Dismiss Case *For failure to appear at the 341 meeting* Filed by Trustee Ann Iannarelli. (Iannarelli,

Figure 3